

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 18 November 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #45, 12 - 17 November 1958

## I. Intelligence Orientation

a. Intelligence Orientation #26 began on 17 November with an enrollment of 37 students. The students came mainly from the DD/I and DD/S offices and have an average grade level of GS9-11. About 60% of the students are newcomers to the Agency.

b. Because of the capacity of the classroom, we had set an enrollment limit of 30 students. The Registrar received 64 applications, which he reduced to 37, by enrolling those who were newcomers, or who were slated for overseas duty. The additional seven students have crowded the room beyond capacity. In future courses held in 2241, a definite limit of 30 students should be maintained, for efficient administration.

## II. Signal Center Refresher Course

S/C Refresher Course #2 ended on Friday, 14 November. The consensus of student opinion was that the course should be somewhat longer. We plan to discuss with the Commo Training Officers the possibility of adding six additional hours to the course. This extension would provide for better coverage without in any way serving as a substitute for the IO.

*In the instructor's opinion. However there is no magic about 30 exactly - and the needs of the customer will also be considered*

## III. Film Preview

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[ ] previewed the film "The Last Bridge" on 13 November. The film deals with resistance units in Yugoslavia during World War II, but does not contain much of value for use in the Agency, as it does not develop actual techniques used in resistance activities.

## IV. Current Intelligence Briefing

About 45 Agency personnel attended the Current Intelligence Briefing on 14 November.

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V. Personnel Problems

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[ ] departure from OTR leaves the Orientation Faculty two men short of its T/O. With an increasing backlog of students accumulating, there is a good prospect of several large classes when we return to the auditorium after the first of the year. Since our present reduced staff cannot handle an increase in volume we are anxious to fill these vacancies with qualified personnel as soon as possible. [ ]

*into I.O. Faculty is now being negotiated thru PO/TR.*

VI. New Training Manual

Before his departure, [ ] completed a draft of a new manual on "The Intelligence Community." Other staff members are now reviewing it and we hope to have it ready for use in our January 1959 course.



*→ Ops Sch. concurs.*

*Also, negotiating for placement of [ ] in I.O. Faculty. If these two work out, School will be in good shape to handle big enrollment in Feb & March. E.L.*

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